

**RURAL AND INTERCITY
COMPUTERIZED OPERATING ASSISTANCE APPLICATION
INSTRUCTIONS FOR CY 2005**

All grantees have been required to complete the financial exhibits in the State & Federal Operating Assistance Application using the Microsoft Excel spreadsheet which is found on the diskette or email attachment accompanying the application booklet. A majority of the exhibits have been computerized, including:

Exhibit D - Operating Statistics
Exhibit E - Projected Operating Expenses
Exhibit F - Labor Analysis
Exhibit G - Projected Operating Revenue
Exhibit I - Sharing of Projected Operating Deficit
Exhibit H - Projected Operating Assistance
Exhibit J - Four-Year Transit Development Plan
Exhibit Q-6 - DBE Participation

These exhibits have been incorporated into one workbook using MS Excel (file extension .xls). The term “workbook” refers to the entire file. The term “worksheet” refers to an individual tabbed page within the spreadsheet. Each exhibit is on a separate worksheet within the workbook.

These instructions contain details on the use of this file. Please note that although there is only one version of the Operating Assistance Application Booklet, the computerized exhibits remain specific to the type of system for which operating assistance is being requested.

General Instructions:

- Enter numbers as you would on an adding machine or calculator. Do not enter dollar signs, commas, or percent signs.
- Do not over-ride formulas.
- Leave worksheet protection enabled.
- If you are having trouble printing the computerized application, e-mail the file to the Bureau of Transit and Local Roads. We will then print the application and return a copy to your office.
- Please call the WisDOT Bureau of Transit and Local Roads with any questions regarding the computerized application program.

Contact Person: Don Chatfield
Phone: (608)267-7345
Email: donald.chatfield@dot.state.wi.us

General Features:

◆ **Built-in Formulas:**

Formulas have been entered into all cells requiring mathematical computations, including summing of line items, calculation of percentages, etc. Prior to data entry, cells containing formulas will appear on the screen as '#DIV/0!'. The notation (A) near the cell or at the column heading signals formula calculation is automatic upon entry of data, drawing information from elsewhere in the file. All sub-totals and totals are calculated automatically.

◆ **Cell Protection:**

Excel allows the user to protect certain cells in a worksheet file so that the cell content cannot be accidentally erased or changed. If an attempt is made to enter or change data in a protected cell, the entry is not accepted and an error message appears indicating that the cell is protected.

Cell protection has been employed in all cells containing labels and formulas. Only those cells requiring data input were left unprotected and are capable of accepting data. The font color of protected cells is black, while unprotected cells are blue.

GENERAL INSTRUCTIONS

- ◆ Save your file under the same file name it had when you received it via disk or email.

◆ **Keyboard Macro Commands:**

The keyboard macro is an Excel concept which allows for the automatic execution of a series of commands with the typing of an alphabetic character. Macro execution is accomplished by depressing and holding the CTRL key and typing the specified letter. For example, to execute the macro CTRL-M, depress and hold the CTRL key and type the letter M. In the computerized application, macros have been used to create a menu system to allow for easier access to all of the exhibits in the file. Macros will execute depending on the choices made from the menu selection. Print set up strings may need modification depending on the printer system that you utilize. Please make sure to note what printer Excel has selected if you have problems printing. Most likely your printer will be different than ones used at the Department.

In the application spreadsheet, two macros have been created:

- 1) **CTRL-M** Allows you to return to the Menu at any time.
- 2) **CTRL-T** Allows you to return to the top of the current exhibit.

These macros can also be executed using the buttons labeled 'Click Here to Return to Menu' and 'Click Here to Return to Top of Exhibit' found throughout the exhibit.

◆ **Menu Format & Directions:**

The MENU-START sheet allows you to move around the spreadsheet by clicking on the appropriate button for each specific exhibit. You can type CTRL-M to return to the Menu from anywhere in the worksheet.

Each automated exhibit is found on a separate worksheet. To go to a specific exhibit, click on the button labeled for that exhibit. You can also click on the tab for the specific sheet you wish to go to, which are found along the bottom of the worksheet. CTRL-M returns you to the Menu.

Applicants need only follow along in their Application Booklet to determine which exhibits need to be completed for their application. Not every applicant will use every financial exhibit in the diskette. Specific information on the completion of particular exhibits will be found later in these instructions.

All the exhibits can be printed out at once by using the mouse to click on the button labeled 'Click Here to Print All Exhibits' on the Menu-Start worksheet. This macro should work for the majority of Toshiba and laser printers. To print one specific exhibit, you must go to the sheet containing that exhibit. Printing can be done one of two ways:

- 1) Use your mouse to click on the print icon on the toolbar (with the picture of a printer).
- 2) Click on 'File' on the toolbar menu. Then click 'Print' and 'OK'.

The printing format (margins, page breaks, etc.) for each exhibit has already been set up; you need simply issue the appropriate command to print any or all of the exhibits.

NOTES ON SPECIFIC EXHIBITS

◆ Exhibits B & B2, Service Characteristics, Schedules 1 - 8

- Eight schedules are included in the spreadsheet to allow for variances in service. Following the instructions in the Application Booklet, enter the requested information into Exhibit B and, if necessary, Exhibit B2. Use one schedule for each type of service. For example, list all services for Monday through Friday on one schedule, all services for Saturday and Sunday on another, etc... Totals from both exhibits will automatically carryover into Exhibit D, Operating Statistics.
- If you require more than eight schedules, you will need to manually insert your total hours and miles for all schedules, including the first eight. Schedule 8 requests that this information be entered if the automatic totals are incorrect.
- The Service Start and Service Stop times are formatted as military time (or 24 hour clock). Do not enter AM or PM. Enter only an hour, and the program will enter AM or PM based upon the 24-hour time you enter. For example:

If you have a vehicle schedule that starts at 6:00 AM you enter "06:00" and the program will enter 6:00 AM. If that vehicle stops at 3:00 PM, you will enter "15:00" and the program will enter 3:00 PM and calculate a 9-hour shift for you. If a vehicle starts before midnight and stops after midnight say, 2:00 AM, you will enter "26:00". (Midnight is 24:00 hours.)

◆ Exhibit D, Operating Statistics

- Exhibit D has been modified to reflect the inclusion of Exhibit B into the application spreadsheet. Projected 2005 revenue miles and service hours are automatically calculated from Exhibits B and B2, Schedules 1 - 8.
- Additional statistics such as riders per hour, cost per mile, and cost per hour are calculated automatically at the bottom of the exhibit, as indicated with an (A).

◆ **Exhibit E - Projected Operating Expenses**

- Operators Salaries and Wages and other Salaries and Wages are automatically updated for 2005 from Exhibit F, Labor Analysis.
- FICA amount: To the right of the FICA line item there is a mini-worksheet to use to calculate the FICA amount. Enter the total of all wages, salaries, etc., that you are basing your FICA budget amount on. It will automatically update the line item.

◆ **Exhibit H, Projected Operating Assistance Requirements**

- Exhibit H, which calculates projected operating assistance for the following calendar year, has been modified. Due to the uncertainty of state and federal funding at the time the applications are distributed, the lines in this exhibit which calculate the estimated state, federal, and local shares have been eliminated.

◆ **Exhibit I, Sharing of Projected Operating Deficit**

- Exhibit I has been modified to reflect the changes made to Exhibit H. Grantees should enter the name of any public body participating in the program and the percent of deficit being charged to each one. The exhibit will then calculate each participant's share of the deficit.

◆ **Exhibit J, Four-Year Transit Development Plan**

- Applicants should enter information on fare level changes, service level changes, and future capital needs where appropriate. The cells in which the text is black in the table in Part IV. are calculated automatically, as indicated by the (A). Data must be input for the remaining cells. Note that additional information on spare ratio, as well as age and mileage of vehicle(s) being replaced (for those anticipating capital purchases), is now included under Part V. of this exhibit. If you are not purchasing vehicles during the next four years, this part of the exhibit does not apply to you.

◆ **Exhibit Q-6, DBE Participation**

- This exhibit is now fully automated. Parts A, which outlines the steps necessary to arrive at the project total contracting opportunities the applicant has available for 2005, and B, which outlines the steps necessary to arrive at the minimum 10.01% goal for your operating assistance project, are calculated automatically. The list of vendors must be entered into the spreadsheet manually by the applicant. The DBE certification which must be signed by an authorized municipal official is found in the Federal Certifications and Assurances package which accompanied this application.